

<Department> <Division> <Branch/Office/Program>
Request for Information Meeting

SAMPLE
RFI MEETING
AGENDA

<RFI Number><Service>
<Date>
<Time of meeting>
<Location>

AGENDA

- I. Welcome and introductions
(Thanks for coming. about the purchasing agency, introduce yourself and others present.)
- II. Written materials
(As applicable, provide information about the materials distributed at the meeting or beforehand)
- III. Why we've called you here today
(The purpose of the RFI)
- IV. What we're interested in buying or the problem we want to address
(Service description)
- V. Background on the service
(Have you contracted for it before;, problems/advantages; as applicable, general statements regarding changes needed.)
- VI. What we want to know
(Information the purchasing agency is seeking)
- VII. Questions and answers
(Attendees will have questions before they can answer)
- VIII. Comments
- IX. How to respond after today
("If you have written comments please submit them by <date> to <mailing address> <fax e-mail address>.")
- X. Next steps/RFI results
(How you will get back to them and approximately when.)
- XI. Thanks for coming.